

## POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Custodial Worker  
FLSA: Non-Exempt

Pay plan/Series/Level: NA-3566-02  
Citation: US OPM FWS JGS, Custodial Worker, 3566, 9/68.

**Supervisory Controls:** Works under general supervision. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, quality, and guest satisfaction.

**Major Duties:** Cleans rooms, corridors, stairways, and other areas. Sweeps, mops, vacuums, scrubs, strips and polishes using light and heavy-duty powered equipment. Operates industrial equipment to clean rugs, drapes, etc. Performs routine maintenance of equipment. Cleans, disinfects and deodorizes toilet facilities. Cleans, and dusts assigned areas. Empties trash. Makes beds and changes line. Washes walls, windows, blinds and ceiling fixtures using ladders, scaffolds and safety belt. Moves heavy furniture. Maintains stock of room and cleaning supplies to perform assigned duties.

**Skill and Knowledge:** Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment.

**Responsibility:** Supervisor or leader assigns tasks and incumbent is responsible for accomplishment of assigned work. Work is reviewed in progress and upon completion for production, quality, appearance, and overall guest satisfaction.

**Physical Effort:** Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items or carts weighing up to 20 to 40 pounds, and occasionally over 50 pounds.

**Working Conditions:** Works is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors, vibration from use of heavy equipment, and to skin irritations from strong cleaning solutions. Care is required to avoid serious injury when working on ladders and when moving heavy furniture and using heavy powered equipment.